

## **E-AHPBA policy for promotion, support and endorsement of meetings, studies and surveys**

These guidelines have been developed to ensure consistency in the evaluation of requests for promotion, support and endorsement of meetings, studies and surveys organised by related organisations or institutions.

Online applications to E-AHPBA for such requests should be made to the Management Company via the website <http://eahpba.org/scientific-and-research-corner/apply-for-e-ahpba-endorsement-of-meetings-studies-or-surveys/> who will then submit to the Scientific & Research Committee for evaluation. All correspondence regarding such requests will be between the applicant and the Management Company.

### **SCIENTIFIC MEETINGS**

#### E-AHPBA GOLD Seal meetings:

Meetings organized by the E-AHPBA. Promotion is provided by E-AHPBA itself.

#### E-AHPBA SILVER Seal meetings:

Promotion/Support of any scientific meeting by the E-AHPBA includes **endorsement, mailing and listing/link on the E-AHPBA website.**

#### 1. Endorsement:

- Endorsement is defined as allowing the organising institution or group to use the words “*Endorsed by the E-AHPBA*” on their programme and advertising.
- It includes the use of the E-AHPBA logo.
- E-AHPBA will only endorse a limited number of high quality scientific meetings with an international European audience.
- National Chapter meetings should be automatically endorsed, one per year. However, it must be the official E-AHPBA National Chapter that applies for the endorsement.
- The Local Organizing Committee should involve at least 2 members of the E-AHPBA.
- Requests for endorsement must be received a minimum of 4 months prior to the activity.
- The activity should meet CME guidelines for disclosure of any commercial affiliation.
- The price charged for endorsement of an activity is €500.

#### 2. Mailing:

- Mailing list access is defined as a request to distribute promotional materials for the meeting to the E-AHPBA membership database. This database currently numbers over 450 specialist HPB surgeons in Europe.
- The electronic mailing will be distributed from the E-AHPBA management office; under no circumstances will member email addresses be given to any other organisation.
- Requests for mailings must be received 4 months prior to any activity.
- The price charged for a mailing conducted on behalf of E-AHPBA members is €200.00.
- E-AHPBA will waive the above mailing fees if a minimum 20% discount on registration fees is offered to E-AHPBA members.

#### 3. Listing/link on the E-AHPBA website:

- This is included in the promotion/support process without additional charge.

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Reciprocal (contra) Promotional Arrangements:

E-AHPBA may from time to time agree to support cross-promotional agreements for its bi-annual Congress with organisers of other events. These arrangements will be individually negotiated.

## **STUDIES**

The Scientific & Research Committee should be able to help and advise on a collaborative study as it is part of the committee fundamental role.

### E-AHPBA GOLD Seal study:

Any multicenter study initiated and setup by the Scientific & Research Committee. An E-AHPBA member can come with an idea for a multicentric study and ask for the help of the Scientific & Research Committee to setup the trial.

Company driven study may be included in Gold seal category if the Scientific & Research Committee is fully involved in the setup of the study in collaboration with the company. A cost will be incurred however this will be evaluated on a case by case basis.

### E-AHPBA SILVER Seal study:

Any multicentre study initiated and setup by a National Chapter which wants to disseminate it to the EAHPBA members, after validation by Scientific & Research Committee. An emailing is organised by the E-AHPBA office to disseminate the study.

### E-AHPBA BLUE Seal study:

Any multicentre study initiated and setup by a single group (whose chief is an E-AHPBA member) and which looks for collaborators within the E-AHPBA community (advertisement). The Scientific & Research Committee should validate the study but does not participate to the setup. The study is listed on the E-AHPBA website with contact details of the main investigator center.

E-AHPBA to be named in any publication as “this project was endorsed by the European-African Hepato-Pancreato-Biliary Association (E-AHPBA)”

## **SURVEYS**

### (E-AHPBA BLUE Seal study)

1. E-AHPBA will only consider applications to disseminate or promote surveys to its membership by current members.
2. Applications should include the following information (Form attached below):
  - The applicant’s full name, medical position, address and email address.
  - Details of institution overseeing the survey.
  - Details of any supervising mentor.
  - A summary of the scope of the survey.
  - Details of the team involved, including evidence that this team includes E-AHPBA members (at least one E-AHPBA member within the team, either the leader or a colleague).
  - A summary of the protocol demonstrating that the collection and analysis of data is consistent, reliable, repeatable, and appropriate to address the intended objective.
  - A summary of the intended use of the data gathered by the survey.
  - Plans for publication (preferably in HPB).

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3. Applicants should allow up to 1 month for a response from the Scientific & Research Committee.
4. Consideration of an application by E-AHPBA may result in one or a combination of the following:
  - Dissemination of the survey by way of email to E-AHPBA membership subject to these rules,
  - An offer to promote the survey within the E-AHPBA website news section,
  - A decision not to disseminate or otherwise promote the survey,
  - Other promotional activity as considered appropriate by the Scientific & Research Committee.
5. E-AHPBA will send **a maximum of four surveys per year, ideally one each quarter.**
6. E-AHPBA may promote more than four survey a year by means other than distribution by email.
7. Surveys distributed or otherwise promoted by E-AHPBA will include the following disclaimer:  
*“E-AHPBA acts as a vehicle for distribution of this survey and such distribution does not constitute or imply endorsement of the survey or any subsequent use of data collected. Please address any comments or questions regarding the content of the survey to the survey organiser.”*
8. Applicants whose requests are accepted by E-AHPBA will, within 6 months of the survey being disseminated or otherwise promoted, provide E-AHPBA with information about the survey results including where possible the number of responses and the age and geographic location of the responders.